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OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVESU.S. House of Representatives  
110<sup>th</sup> CongressEMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): Christopher Crowe

Name of Accompanying Family Member (if any):

Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify):

Date of Departure and Date of Return: 10-12-2007-10-14-2007

Dates at Personal Expense:

Itinerary (cities of departure – destination – return):

Washington, DC- Dallas, TX- Washington, DC

Sponsor(s) (who paid for the trip): Congressional Black Caucus Political Education and Leadership Institute

Describe meetings and events attended (attach additional pages if necessary): The Members and staff were engaged in Townhall Meetings and Community Forum and Outreach events.

Attached to this form are EACH of the following (signify "yes" for each item by checking the corresponding box):

1. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. ☒ the Privately-Sponsored Travel Approval Form completed by the employee; *and*
3. ☒ the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (signify "yes" by checking box): ☒

If not, explain:

E. B. Johnson

**TRAVEL EXPENSES:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	560.80	400.00	200.00
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	75.00	Ground Transportation
For accompanying family member:		

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE:

*Christopher Crouse*

DATE: 10-17-07

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER:

*Eddie Bernice Johnson*

SIGNATURE OF SUPERVISING MEMBER:

*Eddie Bernice Johnson*

DATE: 10-17-07

Version date 4/2007 by Committee on Standards of Official Conduct



**CBC INSTITUTE SOUTHERN REGION OUTREACH CONFERENCE**  
**Friday, October 12<sup>th</sup> – Sunday October 14<sup>th</sup>, 2007**  
**Dallas, Texas**

**Dear Colleague:**

The Southern Region Outreach Conference, Dallas, TX, sponsored by the Congressional Black Caucus Political Education and Leadership Institute (CBC Institute) and hosted by Co-Chairs, the Honorable Eddie Bernice Johnson and the Honorable Al Green, is one month away. The event is scheduled for Friday, October 12<sup>th</sup> – Sunday, October 14<sup>th</sup>.

The rules of the House Committee on Standards of Official Conduct require each member and staff to apply for pre-clearance for payment of lodging and meals. To comply with the new requirements, please find attached a completed "Privately-Sponsored Travel Certification Form" with an attached agenda of activities for the event. In addition, for your convenience, we have included the Member's form for "Privately-Sponsored Travel Approval" which requires your completion and signature. Please contact Alicia Petersen, Executive Director for the CBC Institute, at 202-785-3634 or by email at [Petersen@cbcinstitute.org](mailto:Petersen@cbcinstitute.org) once you have submitted the form or if you have any questions.

I look forward to your participation in the panel discussions and in the Town Hall Meeting.

Sincerely,

Bennie G. Thompson  
Chair, CBC Institute

CONGRESSIONAL BLACK CAUCUS POLITICAL EDUCATION  
AND LEADERSHIP INSTITUTE (CBC INSTITUTE)

DALLAS OUTREACH CONFERENCE

Friday, October 12, 2007 to Sunday, October 14, 2007

PROGRAM

Friday October 12, 2007

- 7:15 pm Welcome Reception
- 8:00 pm Welcome Dinner – Introduction of Members & Overview and Discussion  
of The CBC Institute Town Hall Meeting in Dallas, TX.

Saturday October 13, 2007

- 9:00 am Community Forum
- 9:10 am Panel 1- Closing the Disparities Gap Panel- Attending Members will  
participate on panel to discuss new innovative ways of closing the  
disparities;
- 10:15 am Panel 2- Teacher Preparedness Panel- Attending Members will participate  
on a panel to discuss new innovative ways in teacher preparedness and  
adding to the shortage of math and science teachers.
- 11:30 pm Press Conference
- 12:00 pm Leadership Luncheon at Townview- Attending Members of Congress  
participate on a panel before Science, Engineering, and Math teachers.
- 2:00 pm Townhall -Members of Congress participate on a panel discussion on  
current educational needs to close the disparities gap.
- 3:30 pm Tour of Texas Instruments
- 5:30 pm Viewing New Technology Center for the Dallas Cowboys Stadium
- 8:00 pm Dinner

Sunday October 14, 2007

- 8:00 am Church Service of Choice
- 1:30 am Closing Brunch

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM  
(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

*Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.*

1. Sponsor(s) (who will be paying for the trip): The Congressional Black Caucus Political Education and Leadership Institute (CBC Institute)
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached list, All Members of the Congressional Black Caucus and Selected Key Staff who are participants in this community education outreach program.
6. Dates of travel: October 12, 2007 - October 14, 2007
7. Cities of departure -- destination -- return: Washington, D.C. or Home District to Dallas, Texas to Home District
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
  - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
  - a. One-night's lodging and meals are being offered: ☐ or
  - b. Two-nights' lodging and meals are being offered: ☐

If "b" is checked, explain why the second night is warranted: \_\_\_\_\_

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify "yes" by checking box): ☒
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: The CBC Institute is the Sole Sponsor of this event which is part of our ongoing legislative education and information to communities program.
13. Describe each sponsor's organizational interest in the purpose of the trip: A key objective of the CBC Institute is to inform and educate communities (primarily African American and Minority) on critical public policy issues impacting their lives. Town Hall Meetings & Community Outreach programs are a way to achieve our objective
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: No Air Travel or other carrier is provided to Members. Where Required, staff will be provided air travel by Coach on a commercial carrier
15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify "yes" by checking box): ☒
16. I represent that either (check one of the following):
  - a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
  - b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☐  
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_
17. Reason for selecting the location of the event or trip: The CBC Institute program is focused on "Regional Outreach" Therefore, Dallas, Texas was selected as a Southern Regional location
18. Name of hotel or other lodging facility: Westin Hotel, Dallas
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$200.00
20. Reason(s) for selecting hotel or other lodging facility: Close Proximity to Town Hall and other Meetings

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	- 0 -	\$400.00	\$200.00
For each accompanying family member	- 0 -	n/a	\$200.00

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$75.00	Ground Transportation
For each accompanying family member	n/a	n/a

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box): ☒

23. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Dr. Alicia Petersen

Name and title: Dr. Alicia Petersen

Organization: CBC Institute

Address: 227 Massachusetts Avenue, N.E., Suite 201, Washington, D.C. 20002

Telephone number: (202) 785-3634

Fax number: (202) 544-1912

Email Address: petersen@cbcinstitute.org

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)  
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct



U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATELY-SPONSORED TRAVEL APPROVAL FORM**  
**For Members, Officers and Employees**  
**(submit directly to the Committee)**

This form should be completed by House Members, officers or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule XXV, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer or employee, together with the completed and signed Private Sponsor Travel Certification Form.

*Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 226-7172.*

1. Name of Member, officer or employee (traveler): Christopher Crowe
2. Sponsor(s) (who will be paying for the trip): CBC Institute  
\_\_\_\_\_
3. a. Dates of travel: October 12-14  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
4. If travel is for participation a one-day event (per trip sponsor question 10), check one of the following:
  - a. Approval for one-night's lodging and meals is being requested: ☐ or
  - b. Approval for two-nights' lodging and meals is being requested: ☒  
If "b" is checked, explain why the second night is warranted: Friday night arrival is expected  
after votes, program activities begin 7:00am Saturday morning and end noon Sunday.
5. Travel destination(s): Dallas, TX
6. Explain why participation in the trip is connected to your official or representational duties:  
Will assist Members on legislative issues and logistics during panels and throughout outreach conference.  
\_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (signify "yes" by checking box): ☐



8. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

*Christopher Crowe*

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: \_\_\_\_\_

*Eddie Bernice Johnson*

Office address: \_\_\_\_\_

*1511 LHOB*

Phone number: \_\_\_\_\_

*5-8885*

Email address: \_\_\_\_\_

*Christopher.Crowe@mail.house.gov*

Committee staff may contact you if additional information is required.

**FOR STAFF:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

*Eddie Bernice Johnson*

Signature of Employing Member

Date: \_\_\_\_\_

*9-16-07*

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)  
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